

CITY OF CORAL GABLES

- MEMORANDUM -

TO: EDWARD J. HUDAK, JR.
CHIEF OF POLICE

DATE: APRIL 24, 2025

FROM: MAJOR DAVID LEMON
TECHNICAL SERVICES DIVISION



SUBJECT:
CIVILIAN EMPLOYEE OF THE
MONTH FOR RECORDS CLERK
MILLY JOHNSON

It is with great enthusiasm that I nominate Milly Johnson for the April Employee of the Month. Milly consistently exemplifies excellence in her role as a Police Records Clerk and stands out as a vital member of our department.

Milly approaches her work with exceptional diligence, meticulously reviewing police reports for accuracy and completeness. Her attention to detail ensures our records are maintained to the highest standards, reducing errors and improving efficiency across the board. She is often the first to catch discrepancies or incomplete information, allowing corrections to be made before issues arise down the line. She has fully embraced the transition to Mark43's Records Management System (RMS) and routinely identifies ways to make the report writing process easier.

She is also a skilled problem-solver—frequently stepping in to resolve complicated records issues or assist colleagues in navigating complex documentation procedures. Milly's proactive mindset means she often foresees potential issues and addresses them before they escalate, helping to maintain smooth operations within the department and ensure our compliance with NIBRS reporting requirements.

Milly's commitment to teamwork is equally commendable. She is always ready to lend a hand, provide guidance to newer officers, or collaborate with other divisions to ensure timely and accurate reports. Her professionalism and calm demeanor make her a trusted go-to for directly addressing issues when they arise.

In every task she undertakes, Milly demonstrates dedication, reliability, and a commitment to excellence that embodies the spirit of this award. Her contributions consistently go above and beyond what is expected, and she greatly enhances the effectiveness of our records department.

For her unwavering work ethic, keen foresight, and supportive team spirit, Milly Johnson is more than deserving of Employee of the Month for April.

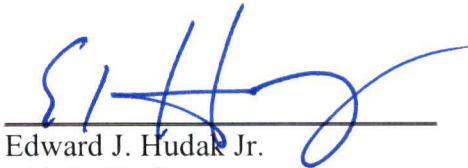
REVIEWED BY:

DATE:



Thomas Hanlon
Assistant Chief of Police

4/24/25



Edward J. Hudak Jr.
Chief of Police

4/24/25

DL/dl

Cc: Major John Baublitz, ASC